

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy

STD.262 (REV. 8-93c)

Statement below

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| | | | | | | |
|-----------------------------------|-------------|---------------------------|--|-------------|----------------------------------|-------------------------|
| CLAIMANT'S NAME Lynn L. Jacobs | | | SOCIAL SECURITY NUMBER | | DEPARTMENT HCD | |
| POSITION Director | | Bargaining Unit # E 99 | DIVISION OR BUREAU Executive Office | | | INDEX PCA 5103 50001 |
| RESIDENCE ADDRESS | | | HEADQUARTERS ADDRESS 1800 Third Street, Suite 450 | | TELEPHONE NUMBER 916 445-4775 | |
| CITY Sacramento | STATE CA | ZIP CODE | CITY Sacramento | STATE CA | ZIP CODE 95811 | |

| (1) MONTH /YEAR | | (3) LOCATION WHERE EXPENSES WERE INCURRED | (4) LODGING | (5) MEALS | | | (6) INCIDENTALS | (7) TRANSPORTATION | | | | | (8) BUSINESS EXPENSE | (9) TOTAL EXPENSES FOR DAY |
|-----------------|-----------|--|--------------------|----------------|-------|---|------------------------|-----------------------------|-------------------------|--------------------------------------|----------------------------|--------|--------------------------------|---|
| (2) | | | | BREAK- FAST | LUNCH | O.T., L/T, NC, RELO. OR DINNER | | (A) COST OF TRANS | (B) TYPE USED | (C) CARFARE TOLLS, PRKG | (D) PRIVATE CAR USE | | | |
| DATE | TIME | | | | | | | | | | MILES | AMOUNT | | |
| 11/2 | 0700 | Ventura | | | | | 7.01 | RC | | | - | | 7.01 | |
| 11/3 | 2030 | Burbank / Los Angeles | 125.46 | | | | | RC | 40.00 | | - | | 165.46 | |
| 11/4 | | Los Angeles | | | | | | | | | - | | - | |
| | | Burbank to Sacramento | | | | | 36.00 | T | | | - | | 36.00 | |
| | 1800 | End of Trip | | | | | | | | | - | | - | |
| 11/5 | | Sacramento | | | | | | PC | 6.00 | 4 | 2.20 | | 8.20 | |
| | 1700 | Sacramento to San Francisco | 165.86 | | 10.00 | 18.00 | | PC | 55.86 | 85 | 46.75 | | 296.47 | |
| 11/6 | | San Francisco | Comp | 6.00 | 10.00 | | | PC | 9.00 | 1 | 0.55 | | 25.55 | |
| 11/7 | | San Francisco to Sacramento | | | | | | PC | | 85 | 46.75 | | 46.75 | |
| | 1200 | End of Trip | | | | | | | | | - | | - | |
| | | | | | | | | | | | - | | - | |
| | | | | | | | | | | | - | | - | |
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| | | | | | | | | | | | - | | - | |
| (10) | SUBTOTALS | | 291.32 | 6.00 | 20.00 | 18.00 | - | 43.01 | - | 110.86 | 175.00 | 96.25 | - | 585.44 |

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 585.44

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

11/2 - Director Jacobs picked up Rental Car in Ventura for Los Angeles Meetings...car was dropped off at Burbank Airport. 11/3 - Director picked up Rental car from Burbank Airport. 11/4 - Director had Speaking Engagement at the Keston Institute Infrastructure Bond Forum in Los Angeles...then returned the rental for a flight from Burbank to Sacramento HQ. End of Trip at 1800 hrs. 11/5 - Meetings in Sacramento...then Director drove from Sacramento to San Francisco to the 2009 ULI Fall Meeting. 11/6 - Speaking Engagement at ULI...and KB Home Northern CA Community Annual Board Meeting. 11/7 - Drove from San Francisco to Sacramento HQ. End of Trip 1200 hrs...

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

Lynn L. Jacobs

DATE

12/08/09

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

Elliott Mandell

DATE

12/08/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

TRAVEL EXPENSE CLAIM

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STD.262 (REV. 6-93c)

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| CLAIMANT'S NAME Lynn L. Jacobs | | | SOCIAL SECURITY NUMBER | | | DEPARTMENT HCD | | |
| POSITION Director | | | Bargaining Unit # E 99 | | | DIVISION OR BUREAU Executive Office | | |
| RESIDENCE ADDRESS | | | HEADQUARTERS ADDRESS 1800 Third Street, Suite 450 | | | TELEPHONE NUMBER 916 445-4775 | | |
| CITY Sacramento | | | STATE CA | | | ZIP CODE 95811 | | |

| (1) MONTH /YEAR | | (3) LOCATION WHERE EXPENSES WERE INCURRED | (4) LODGING | (5) MEALS | | | (6) INCIDENTALS | (7) TRANSPORTATION | | | | | (8) BUSINESS EXPENSE | (9) TOTAL EXPENSES FOR DAY |
|-----------------|------|--|--------------------|------------|-------|---|------------------------|-------------------------|---------------------|----------------------------------|------------------------|--------|--------------------------------|---|
| (2) | | | | BREAK-FAST | LUNCH | O.T., L/T, NC, RELO. OR DINNER | | (A) COST OF TRANS | (B) TYPE USED | (C) CARFARE TOLLS, PRKG | (D) PRIVATE CAR USE | | | |
| DATE | TIME | | | | | | | | | | MILES | AMOUNT | | |
| Nov-09 | | | | | | | | | | | | | | |
| 11/9 | 0500 | Sacramento to San Diego | 145.21 | 6.00 | 10.00 | 18.00 | | 6.00 | T | | | - | 185.21 | |
| 11/10 | | San Diego to Oxnard | | 6.00 | 10.00 | | 6.00 | | | | | - | 22.00 | |
| 11/11 | | Ventura Meeting | | | | | | | | | | - | - | |
| 11/12 | | Ventura Meetings | | | | | | | | | | - | - | |
| 11/13 | | Thousand Oaks / Los Angeles | | | | | | | PC | | 124 | 68.20 | 68.20 | |
| 11/14 | | Burbank | | | | | | | | | | | - | |
| 11/15 | | Burbank to Sacramento | | | | | | 13.04 | RC | 63.00 | | - | 76.04 | |
| | 1900 | End of Trip | | | | | | | | | | - | - | |
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| (10) SUBTOTALS | | | 145.21 | 12.00 | 20.00 | 18.00 | 6.00 | 19.04 | - | 63.00 | 124.00 | 68.20 | - | 351.45 |

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 351.45

11/9- Flight from Sacramento to San Diego for CHC Board Meeting. 11/10 - CHC Board Meeting continues...Director took Amtrak (AM) from San Diego to Oxnard (stayed with relatives/ no lodging incurred) 11/11 - Met w/ Lauri Flack (Deputy Director) Human Services Agency. 11/12- Meeting at Ventura City Hall. 11/13- Attended California Lutheran Board Meeting in Thousand Oaks...then drove to Los Angeles and met with Chuck Dragesovich and Con Howe at City View. 11/14- Picked up car for meeting in Los Angeles. 11/15 - Flight from Burbank to Sacramento HQ. End of Trip 1900 hrs.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

12/07/09

Elliott Mandell

12/08/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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|-----------------------------------|--|---------------------------|--|--|--------------------|----------------------------------|---------------|-------------------|
| CLAIMANT'S NAME Lynn L. Jacobs | | | SOCIAL SECURITY NUMBER | | | DEPARTMENT HCD | | |
| POSITION Director | | Bargaining Unit # E 99 | DIVISION OR BUREAU Executive Office | | | | INDEX 5103 | PCA 50001 |
| RESIDENCE ADDRESS | | | HEADQUARTERS ADDRESS 1800 Third Street, Suite 450 | | | TELEPHONE NUMBER 916 445-4775 | | |
| CITY Sacramento | | STATE CA | ZIP CODE | | CITY Sacramento | | STATE CA | ZIP CODE 95811 |

| (1) MONTH /YEAR | | (3) | (4) | (5) MEALS | | | (6) | (7) TRANSPORTATION | | | | | (8) | (9) |
|------------------------------|------|---|---------|----------------|-------|---|-------------|--------------------|--------------|---------------------------|--------|--------|---------------------|------------------------------|
| Nov-09 | | LOCATION WHERE EXPENSES WERE INCURRED | LODGING | BREAK- FAST | LUNCH | O.T., L/T, NC, RELO, OR DINNER | INCIDENTALS | (A) | (B) | (C) | (D) | | BUSINESS EXPENSE | TOTAL EXPENSES FOR DAY |
| DATE | TIME | | | | | | | COST OF TRANS | TYPE USED | CARFARE TOLLS, PRKG | MILES | AMOUNT | | |
| 11/16 | | Sacramento Meetings | | | | | | | PC | 9.00 | 4 | 2.20 | | 11.20 |
| | 1700 | Sacramento to Santa Clara | Comp | | | 18.00 | | | PC | 18.00 | 114 | 62.70 | | 98.70 |
| 11/17 | | Santa Clara to Monterey | 140.48 | 6.00 | | 18.00 | | | PC | 19.00 | 80 | 44.00 | | 227.48 |
| 11/18 | | Monterey to Millbrae | 155.09 | | 10.00 | 18.00 | | | PC | 25.00 | 100 | 55.00 | | 263.09 |
| 11/19 | | Millbrae to Sacramento | | 6.00 | 10.00 | | | | PC | 4.00 | 98 | 53.90 | | 73.90 |
| | 1800 | End of Trip | | | | | | | | | | | | - |
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| (10) SUBTOTALS | | | 295.57 | 12.00 | 20.00 | 54.00 | - | - | - | 75.00 | 396.00 | 217.80 | - | 674.37 |
| COLUMN CODE (ACCTG USE ONLY) | | | | | | | | | | | | | | |
| CLAIM TOTAL | | | | | | | | | | | | | \$ 674.37 | |

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

11/16- Director attended meetings in Sacramento...then drove from Sacramento to Santa Clara.
 11/17 - Speaking Engagement in Santa Clara for Silicon Valley Affordable Housing and Foreclosure Summit. Director drove from Santa Clara to Monterey. 11/18 - Speaking Engagement in Monterey for CSAC Housing, Land Use and Transportation Policy Committee Meeting...Director drove to Millbrae and met with CalHFA Board members. 11/19- Director attended CalHFA Board Meeting and drove from Millbrae to Sacramento HQ. End of Trip 1800 hrs.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

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CLAIMANT'S SIGNATURE

Lynn L. Jacobs

DATE

12/06/09

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Elliott Mandell

DATE

12/08/09

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|-----------------|------|--|--------------------|----------------|-------|---|------------------------|-----------------------------|-------------------------|--------------------------------------|----------------------------|--------|--------------------------------|---|
| Nov-09 | | | | BREAK- FAST | LUNCH | O.T., L/T, NC, RELO, OR DINNER | | (A) COST OF TRANS | (B) TYPE USED | (C) CARFARE TOLLS, PRKG | (D) PRIVATE CAR USE | | | |
| (2) DATE | TIME | | | | | | | | | | MILES | AMOUNT | | |
| 11/20 | | Sacramento | | | | | | PC | 7.50 | 4 | 2.20 | | 9.70 | |
| 11/24 | 1000 | Drive to Sacramento A/P | | | | | | | | 12 | 6.60 | | 6.60 | |
| | | Sacramento to Burbank | | | | | | | | | - | | - | |
| 11/25 | | Ventura Meetings | | | | | 16.10 | RC | | | - | | 16.10 | |
| 11/30 | | Drive to Santa Barbara A/P | | | | | | PC | | 45 | 24.75 | | 24.75 | |
| | | Santa Barbara to Sacramento | | | | | 36.00 | T | | | | | 36.00 | |
| | 0900 | End of Trip | | | | | | | | | - | | - | |
| | | Sacramento | | | | | | PC | 15.00 | 6 | 3.30 | | 18.30 | |
| | | | | | | | | | | | - | | | |
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| | | | | | | | | | | | - | | - | |
| (10) SUBTOTALS | | | - | - | - | - | - | 52.10 | - | 22.50 | 67.00 | 36.85 | - | 111.45 |

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 111.45

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

11/20 - Director had meetings in Sacramento. 11/24 - Director drove to Sacramento A/P... Flight from Sacramento to Burbank. 11/25 - Meeting with Marty Robinson (CEO of Ventura County)...returned rental car. 11/30- Drove to Santa Barbara A/P...Flight from Santa Barbara to Sacramento... Director returned to Sacramento HQ...End of Trip 0900 hrs. Director went to meetings in Sacramento.

(12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

(13) PRIVATE VEHICLE LICENSE No.

(14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE
USE ONLY

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